

HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS

71 Main Street, Freeholder's Meeting Room, 2nd Floor
Flemington, New Jersey 08822

January 08, 2013

The regular meeting of the Hunterdon County Board of Chosen Freeholders convened at 9:35 a.m. in accordance with the provisions of the Open Public Meetings Act.

PRESENT: MR. WALTON, MR. KING, MR. MELICK, MR. MENNEN.

ABSENT: MR. HOLT.

OPEN PUBLIC MEETINGS ACT

Director Walton announced: "This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been given by posting throughout the year a copy of the notice on Bulletin Boards on the First and Second Floor of the Main Street County Complex, Building #1, Flemington, New Jersey, a public place reserved for such announcements. A copy was mailed on or before November 13, 2012, to the Hunterdon County Democrat, Star Ledger, Trenton Times, Courier News and the Express Times, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

Mr. Melick moved and Mr. Mennen seconded this:

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RESOLUTION

RESOLVED, Executive Session to receive an update on a litigation matter.

ROLL CALL: (AYES) MR. MELICK, MR. MENNEN, MR. KING, MR. WALTON.
(ABSENT) MR. HOLT.

Director Walton announced that this executive session will be held after the Board has gone through all its open business with its Department Heads.

DEPARTMENT HEADS/DIVISION MANAGERS

Sheriff's Office

Fireproof Filing Cabinets

Sheriff Brown informed the Board of his two budget requests; one being for fireproof filing cabinets.

Mr. Mennen questioned if all eight fireproof cabinets were needed to be purchased in 2013 and also if this would qualify as a trust expenditure under the Sheriff's Trust Account.

Sheriff Brown agreed with Mr. Mennen that the expenditure for the fireproof filing cabinets could be spread out over several years, as the Board directs. This was a recommendation by the County's Auditor that his department have fireproof files for all the records in his office. His office currently does have a few fireproof cabinets. He suggested to the Board purchasing two cabinets a year to spread out the costs.

Mr. Mennen confirmed with the Sheriff that this request is not due to a state inspection but came from the Auditor.

Cynthia J. Yard, County Administrator, advised there is no written requirement or citation received in connection with this. There is a difference between a recommendation and a requirement. The County was not cited on this matter.

Sheriff Brown feels he probably could purchase these fireproof filing cabinets out of his trust fund; however he is planning on using the trust fund to upgrade the entrance system at the Justice Center. He does have \$13,000 available in the COPS grant which has been approved to update the Card Swipe System but that won't be enough, so he was going to use trust funds to accomplish this.

Mrs. Yard confirmed with Sheriff Brown that he could stagger the purchase of the fireproof safes over the next four years, with obtaining 2 a year.

Mrs. Browne confirmed at 2 cabinets per year, the amount needed for those would drop down to \$7,500.

Mrs. Yard confirmed the cells in the historic Court House are fireproof and suggested keeping the records in the cells since the Sheriff's Office will be moving into the historic Court House at some point. Currently, the Division of Information Technology is using some of those cell for storage.

Mr. Holt via phone

Mr. Holt called into the meeting to participate via telephone.

After further discussion, the Board agreed to staggering the purchase of fireproof safes (2 per year) over the next four years.

Computers

"Cops Civil Processing Software System"

Sheriff Brown informed the Board that his office currently uses the Kelly System and unfortunately Mr. Kelly passed away and there is no one else that has access to repair this system. The system is working but it hasn't been backed up for six years. Also, there are two different systems, one is the COPS system which is what he has and there is also a SOFTCODE System. Softcode is less money but it doesn't merge any of the files. The Kelly system will be able to merge into the COPS system.

Sheriff Brown asked if the Board would agree to a commitment to get this COPS system in place over a two year period, by placing half the funds in the budget this year and half next year, unless something happens to the system, then the County would have to deal with this.

Mrs. Yard questioned if the County's Information Technology people can't back up this system for his office.

Sheriff Brown explained that Information Technology has not been able to do that. He explained several counties use the Kelly System but no one has been able to do any work on it. Mr. Kelly kept everything secretive.

Mrs. Browne confirmed with Sheriff Brown that there are other counties currently using the COPS system successfully and are very satisfied with it.

Director Walton advised he is agreeable to dividing the expense and purchasing this COPS system over two years. The Board agreed.

Mrs. Browne recommended to the Board placing the entire amount for this COPS system in the budget in case something happens to it, the money will be available instead of trying to find money in old ordinances to cover the expense.

Mrs. Yard recommended the Board wait to make a decision because there is going to be another big ticket item if the Board embraces vehicle replacement.

Director Walton recommended this item be tabled at this time as Sheriff Brown will be meeting with the vendor next week and may be able to obtain a reduced cost for the system.

NEW BUSINESS

Alan Johnson, Solid Waste/Recycling Manager, asked the Board to consider a request from the Department Of Public Health and Health Services, Division of Solid Waste & Recycling for authorization to rebid for Household Hazardous Waste and Electronics Collection Services.

Mr. Johnson reported the County has an entitlement grant which the State furnishes to the County on an annual basis. The State has been tardy in getting the grant application out to all the counties in the state. Mr. Johnson discussed the matter with the Finance Director because the County is now in the time period where services for Household Hazardous Waste and Electric Waste Collection need to be rebid.

Mr. Johnson and Mrs. Browne have discussed this and recommend using the certification of the funds from the Hunterdon County Utilities Funds balance dedicated to solid waste activities and upon receipt of this entitlement grant, those funds would be charged back the appropriate amount for those services for this bid.

Mr. Johnson informed the Board that the New Jersey Department of Environmental Protection has hold counties to fill out the application now and they will begin the background processing.

Mrs. Yard stated the Hunterdon County Utilities Authority and the Board of Chosen Freeholders have always supported the Hazardous Waste Collection days in Hunterdon. It is a good service to the County's citizens.

Mr. King moved and Mr. Melick seconded a motion authorizing rebidding for Household Hazardous Waste and Electronics Collection Services.

**ROLL CALL: (AYES) MR. KING, MR. MELICK, MR. MENNEN, MR. WALTON.
(ABSENT) MR. HOLT.**

Mr. Johnson informed the Board that \$30,000 has been put away for studies at the County's Transfer Station. A presentation will be made to the Board on this matter at the January 15, 2013 meeting. There is a possibility of funds could be reprogramed which could fund one of the collection days.

Mrs. Yard advised for the record, that she has directed the Clerk of the Board to put Solid Waste/Recycling Services on every meeting agenda as the Board has that full obligation as administering agency for the Solid Waste Management Plan.

Department Heads continued

John P. Glynn, Roads, Bridges and Engineering Director representing the Fleet Management Committee

Mrs. Yard provided the Board with information concerning the 2005 original summary from Garage Services, the County's vehicle policy and the Board's deliberation in Open Session when the 2005 policy was embraced and adopted.

Mrs. Yard advised Mr. Glynn is present today to discuss what is requested in the 2013 Capital Budget, as well as the agreement between the Prosecutor and the backup the Prosecutor provided for his requests.

Mrs. Yard further stated there is also a section for vehicles and trucks, which have been analyzed by Garage Services and their recommendations for replacements.

Mr. Glynn advised the Executive Summary for Vehicle/Fleet recommendations to the Board was agreed to by the Board in December of 2005. Based on that criteria, the Vehicle Services group reviewed all vehicles serviced by Garage Services. Currently the County has 163 vehicles (112 automobiles/SUV type and 51 light duty trucks). Fleet Management did not hold to the recommendation of 84,000 or 84 months. It was put aside for the light duty trucks and instead Fleet Management reviewed the condition of the vehicle, the operating/type of use for the vehicles. Being recommended is that 9 light duty trucks be replaced and 21 automobiles be replaced. The value attached to each one of those vehicles is \$24,000 for automobiles under state contract and light trucks run around \$23,000. That total is \$711,000 for vehicle replacement for 2013.

Mr. Glynn stated last year, there was discussion about putting in \$300,000 of funding to sustain the vehicle fleet.

Mrs. Yard reminded the Board that Freeholder Holt led the discussion last year of putting funding away for vehicle replacements.

Mr. Glynn advised if the Board is only going to consider \$300,000 this year for vehicles, then the Fleet Management Committee will have to again review these vehicles and determine which vehicles must be replaced and repair the others. When looking at a cycle of 10 years, you can get it down to replacing 16 vehicles every year, the cost would be \$390,000 per year as opposed to the standard of \$570,000 but since the purchase of vehicles has been delayed over the past four to five years, the County is at a critical point of a need for \$711,000 for vehicle replacement.

Mr. Glynn asked for direction from the Board in order to maintain the operations of the County. This is no adding any vehicles to the fleet; it is one in and one out. The County's fleet has grown and some of the vehicles have special needs.

Mrs. Yard advised she met yesterday with Mr. Glynn and John Davenport, County Purchasing Agent, about vehicles and they are having a hard time in determining the Prosecutor's request because they don't know whether it is one in and one out. There is a request from the Prosecutor that he wants to outfit a crime scene vehicle that Mr. Mennen had gone on record asking if the County would get a second time for consideration. The Prosecutor has not yet written a specification for this but there is a request for \$40,000 to outfit the vehicle and also being requested is a building to house this vehicle.

Mrs. Yard reported that while the Board entered into an agreement with the Prosecutor it is hard to determine if the County would be getting vehicles back when they get new vehicles. The Prosecutor's Office has totaled three vehicles this year. The Board probably needs to discuss this with the Prosecutor when he comes to a meeting.

Mr. Glynn recommended a separate discussion take place with the Prosecutor in order to get a clear direction of whether they are replacing vehicles/adding vehicles. Garage Services has to be advised on how this is being handled.

After further discussion, Director Walton suggested the Prosecutor's Office meet with the County's Fleet Management Committee in order to discuss the placement of its fleet integrated into all the other County fleets in accordance with the replacement policy. The Board has to recognize that it is \$460,000 behind in vehicle replacement. The Board has to work to get the vehicle fleet up to speed with a reoccurring capital expenditure. The Board has to recognize vehicles have to be replaced each year to keep the fleet in proper working order.

Director Walton stated the Fleet Management Committee has to work this out with the Prosecutor's Office based on the agreement which should be a part of that discussion.

Mr. King recommended that Mr. Glynn talk with the Prosecutor on a fleet funding replacement strategy and come back to the Board with that information.

Director Walton stated the Prosecutor should honor the recent agreement he entered into. It should be discussed if the vehicle purchase could be staggered.

Mr. Glynn feels the County has to consider having some flow in the funds to be allotted for vehicle replacement. The discussion with the Prosecutor is going to be a major factor in the costs and the amount to be requested.

After further discussion, the Board agreed a Fleet Management Meeting should be scheduled with a representative of the Prosecutor's Office, using the agreement the Board embraced with the Prosecutor regarding vehicles to begin the discussion to identify a replacement schedule and if there is any growth in the Prosecutor's program which the Board will have to consider. This meeting will take place prior to the Prosecutor coming before the Board on January 22, 2013.

Rutgers vehicle

Mr. Glynn informed the Board that Rutgers is asking for a replacement vehicle from the County. In the County's agreement with Rutgers it states the County isn't responsible for providing vehicles to them. Mr. Glynn stated the Fleet Management Committee is not recommending providing that vehicle to Rutgers.

Mrs. Yard informed the Board that she has already reminded Dr. Katz of Rutgers that the County isn't obligated to provide vehicles to them and he wasn't aware that request was made to the County. Mrs. Yard stated that the two trucks that Rutgers is using are relatively new.

Mr. King asked the number of miles being placed on County vehicles.

Mr. Glynn reported the County's vehicles have around more than 90,000 to 100,000 plus miles and a lot of times, pickups are repurposed. There is a vehicle with 200,000 miles which will be repurposed to Heron Glen Golf Course.

Mrs. Yard informed the Board that the County's vehicle policy needs to be amended so that it reflects the reality of what the County is doing.

Mr. Glynn advised the County had an outside agency perform a comprehensive review of vehicles.

Golf Course Equipment Replacement

Mrs. Browne reported Mr. Glynn was tasked with the developed of information for Heron Glen Golf Course and equipment purchases.

Mr. Glynn provided the Board with information to maintain the equipment at the golf course for a 5 year program. The recommendation for 2013 is \$226,000. The funds would come out of the Capital Improvement budget. Mr. Glynn has looked at all the equipment, replacement hours and life expectancy. Engines on a couple of mowers were rebuilt last year. The mechanic at Heron Glen is very good and he has reviewed the equipment and programmed what needs to be replaced for 2013 and the schedule goes out to 2019. The first year costs for the 5 year program would be \$226,000; then \$200,000; then \$138,000 and then \$138,00 and \$132,000. In 2018 some of the bigger mowers will need to be replaced.

Director Walton said the \$226,000 for this year would catch the golf course up and then an amount could be put in the budget for the following years to balance it out.

Mr. Mennen confirmed the amount of the requests in 2013 are \$30 million plus change. In order to maintain the pay as you go stance, the County needed to get the capital down between \$10 million and \$12 million. It's his understanding that \$7.5 million would be reimbursed from Roads and Bridges. It was decided that the County needed to receive a 25% to 30% cut from every request. He asked if that is being done with the golf course request.

Director Walton stated that is not being done. The golf course budget is up from \$212,000 to \$226,000 for equipment replacement.

After further discussion, the Board asked Mr. Glynn to reduce the 5 year plan for equipment for the golf course by 25% and report back. He confirmed the Board wants the amount reduced to around \$185,000. Mr. Glynn informed the Board that Heron Glen purchases small equipment, such as weed whackers out of their accounts.

Roads and Bridges

Mrs. Browne informed the Board that Mr. Glynn has readjusted the amount for roads and bridges. Instead of \$20 million the amount has been reduced to \$14.1 million.

Mrs. Yard stated Mr. Glynn was charged with only representing what roads and bridges projects could be done in 2013.

Mr. Glynn reported the bridges were left in the 2013 budget because they are structures and roads were cut back hard.

Mr. Glynn confirmed for Director Walton that the projects no longer on the 2013 list have been moved out to 2014 because the budget had to be cut, not because the work doesn't have to be done. He cut a lot out of road work, so the overall cut is more than 25% as was requested.

Mr. Glynn stated he will do some chip sealing on these roads as they are major collector roads, in order to get another 2 to 3 years of life out of them.

Heavy Equipment

Mrs. Browne informed the Board that originally the County was looking for \$793,000 for heavy equipment and Mr. Glynn reduced that to \$695,000.

Mr. Glynn advised he cut the crack sealing machine and the concrete pump from the budget.

Parks and Recreation

Frank J. Bell, Director of Land Use and Facilities Management came before the Board concerning Parks and Recreation. He advised being requested is 2 shelters at \$10,000 each.

Mr. Glynn advised the shelters have to be discussed. He questioned what the shelters will be used for. It is his understanding they are prefabricated structures.

Mr. Bell explained that golf carts could be pulled into the shelters during storms at Heron Glen. It would be for weather protection.

Mrs. Yard confirmed with Mr. Glynn and Mr. Bell that the amount of \$20,000 is enough for two shelters.

Mrs. Browne confirmed with Mr. Glynn and Mr. Bell that the weather protection shelter for \$100,000 is removed from the budget and in its place is two shelters at \$10,000 each (\$20,000).

Mrs. Browne confirmed the trail resurfacing for the Columbia/Landsdown Trail is Phase II at \$150,000 and pond repairs at Echo Hill would be \$50,000.

Mr. Bell informed the Board that the Parks and Recreation Division budget has been reduced by 65%.

Mr. Glynn confirmed for Mrs. Yard that someone will be hired to take the scoping reports for the dams for parks to put documents together so they can go to a construction project. The dollars for this work will appear in the next budget.

Mr. Glynn informed the bridges and culverts in parks are due for inspection (Columbia Trail, Landsdown Trail, Round Mountain Trail). At Round Mountain Trail there is a culvert that is undermined by four feet on the trail.

Mr. Glynn advised money needs to be put into an ordinance once culverts have been identified in need of repairs/work/replacement. Also to be reviewed is which culverts should be abolished.

Director Walton suggested gathering the facts on costs, condition and so forth and then put it before the Parks Advisory Board, then bring it back to the Freeholder Board in two months for review/consideration.

Mrs. Yard confirmed that Mr. Bell will determine the number of culverts and bridges located on the trails and have inspections done. Mr. Bell will report back to the Board on the repairs needed which would be placed in next year's budget.

Garage Bay Expansion

Mr. Glynn recommended bringing on an outside architect to assist in getting the expansion project for the garage bay moving. Last year the County appropriated \$100,000 for the project which would extend the last bay up at Route 12 in order to get the paint truck into the bay for it to be serviced and protected and he is recommending another \$100,000 be appropriated for 2013.

The Board discussed bringing on an individual who has worked for the County before but after further consideration, the Board determined the Purchasing Department should prepare a Request for Proposals (RFP) for this project.

Mr. Mennen confirmed without the expansion of the garage bay for this specific piece of equipment to be fully covered it could lead to the premature demise of the vehicle and without it there are also health issues regarding the air. The Board feels the project can move along as long as the County doesn't have to bond.

Maintenance Fueling Systems for the Lebanon & South County Garage

The Board discussed the upgrade for the Maintenance Fueling Systems for the Lebanon and South County garages. This has been previously discussed and at Mr. Glynn's insistence, remained in the budget as is.

Mr. Mennen feels if the County limited the number of outside users to the fuels systems, then the County would not have to spend so much money on such an elaborate system.

Mr. Glynn explained this is to use the current system which the County has at the fueling island. They are not compatible with the system which was placed at Everittstown. In order to manage and have one report on who is taking fuel and what vehicle is being filled, the upgrade is needed. This is a software update. The Board agreed.

Salt Building - Canopy

Mr. Glynn informed the Board that the building is in need of replacing. The sheeting has deteriorated to the point, where the structure needs to be replaced. A full assessment needs to be done. The building will be empty of salt by this summer and a structural assessment will be done and the building can be re-sheeted, inside and out. In addition, the lean to roof type of device, which has been placed on all garage buildings will be done in order to extend the life of the plows. After a brief discussion, a majority of the Board agreed.

Mr. Glynn left the meeting.

HVAC/Justice Center

Mrs. Browne reported that HVAC improvements for the duct work at the Justice Center has been reduced to \$54,000. The Board agreed.

Screening Committee

Mrs. Yard reported the Screening Committee met last week to make sure that things were copasetic for the Board. They are recommending due to the age of the buildings and some of the challenges being faced the Screening Committee is recommending \$250,000 be placed in the budget as a safety net.

Mrs. Browne explained in 2009 the County had \$2 million in two ordinances. Currently, with everything identified, such as the master lock system, it brings the costs down. The costs range in the area of \$200,000 a year on emergencies which come up.

Budget Recap

Mrs. Browne informed the Board that with doing a 5% roads and bridges (down payment) the County would need \$5 million for capital improvements. Achieving that can be done in a few ways; last year it was anticipated in the budget it was \$1.2 million for capital improvements. This year she recommended anticipating \$1.5 million for 2013 budget using a fund balance of \$2 million and the existing capital improvement balance of \$1.5 million. This can be achieved, pay as you go, exclusive of the road and bridge projects, which would be a 5% down payment. When you add up all the projects, including farmland, it comes to \$23 million and last year the amount of \$23 million and change. There will be tweaks to the budget as it develops.

Human Services

Mrs. Browne informed the Board that because of the RFP process the provider service agreements through Human Services have been reduced down to \$1 million where it used to be \$1.5 million. The County is still taking care of its most vulnerable and meeting their needs.

After further discussion, the Board directed Mrs. Yard to reach out to the Human Services Administrator to determine if the provider service agreement can be reduced from the \$1 million amount.

Ratables

Mr. Mennen stated in the past, the County attempted with the input from the County Tax Administrator, to approximate what the ratables will be. Last year, the County was within 25 basis points in terms of where it was thought the County would be.

Mrs. Yard feels the County departments' operating budgets have been cut very lean. Also, last year the Board said if a department's budget has stayed flat or gone below, then they don't have to come before the Board.

805/810/815

Mrs. Yard advised there are many people not following the Trips/Conferences/Meetings and Training Policy and she has been referring them to Director Walton as he authored the policy.

EXECUTIVE SESSION

The Hunterdon County Board of Chosen Freeholders went into Executive Session at 11:37 a.m. and reconvened in Open Session at 11:48 p.m.

There being no further business to come before the Board, Director Walton adjourned the at 11:48 p.m.

Respectfully submitted,

Denise B. Doolan
Clerk of the Board